

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Security Officer II

Unit: Police

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Job Code: H1358
Original Date: 08/1983
Last Revision: 07/2023
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 3

DEFINITION

Under the direction of an assigned supervisor, patrol campus grounds, facilities, parking lots, and adjacent areas of off-site locations by vehicle or on foot to protect persons and property; control traffic and issue parking citations; provide work direction and guidance to student aides and hourly security personnel.

DISTINGUISHING CHARACTERISTICS

The Security Officer II class differs from the Community College Police Officer in that the latter is a sworn peace officer under P.C. Section 830.32(c) and has authority to arrest suspects, conduct field investigations and detentions, conduct complex investigations, and process juvenile offenders. Incumbents in the Security Officer II class do not carry a firearm.

EXAMPLE OF DUTIES

1. Patrol campus parking lots, grounds, facilities, adjacent areas, and off-site locations on foot and in vehicles; conduct meter and permit checks, issue parking citations; and investigate traffic accidents.
2. Keep a written record of activities and incidents. Observe and report persons entering or leaving buildings and grounds after regular hours. Prepare and submit daily written activity reports concerning incidents, which includes writing crime reports for property crimes for which no suspects are present.
3. Issue parking citations and warnings as appropriate for violation of parking rules and regulations; prepare reports for non-injury traffic accidents and minor non-traffic injuries.
4. Monitor a variety of issued parking permits to verify that permits are current and valid. Report the illegal use of or stolen permits to supervisor.
5. Assist college police in traffic control and in locating abandoned vehicles.
6. Direct traffic and ensure its proper control; place barricades and stand-by to control parking usage at designated locations and for special events.
7. Report on parking lot conditions, missing signs, malfunctioning parking meters, or other unsafe conditions on roadways and in parking lots.
8. Administer first aid and CPR as needed.
9. Testify in court concerning issued citations.
10. Prepare and submit daily activity report to supervisor.
11. Report, via radio, any unlawful or unauthorized activity occurring in assigned areas.
12. Assist students and faculty with minor vehicle problems, including lock outs and battery jumps.
13. Provide information and direction to faculty, staff, students, and visitors.
14. Perform related duties as assigned

DESIRABLE QUALIFICATIONS

Knowledge:

- Health and safety regulations
- Oral and written communication skills.
- Technical aspects of field of specialty.
- Traffic laws and vehicle control procedures.

Skills and Abilities:

- Analyze situations accurately and respond quickly, safely, and effectively.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Interview witnesses and drivers.
- Learn and enforce pertinent parking laws, rules, and regulations with tact, firmness, and diplomacy.
- Learn District and campus rules and regulations regarding parking, safety, and conduct.
- Observe and recall details and incidents.
- Organize and write clear and concise reports of factual occurrences.
- Understand and follow oral and written directions.

Training and Experience:

- Any combination of training and experience in traffic control/parking attendants. Experience in interacting effectively with diverse groups of people in a positive, helpful manner.

License:

- Valid California driver's license.
- Basic First Aid and CPR Certificate.

WORKING CONDITIONS

Physical Requirements:

- Category I

Environment:

- Works in a moderate environment with some exposure to the less desirable elements.